

STATE 911 COMMITTEE
911 Training Subcommittee
 March 6, 2023
 Meeting Minutes

Voting Members Present	Representing
Ms. Stephanie Lehman	Barry County Central Dispatch
Ms. Christine Collom	Clinton County Central Dispatch
Ms. Missy Harris	Ingham County 911 Central Dispatch
Ms. Amy Thomas	Montcalm County Central Dispatch
Ms. Elizabeth Bagos	Macomb County Sheriff's Office
Ms. Marlana Terrian	Clare County Central Dispatch
Mr. Jason Hamman	Jackson County Central Dispatch
Non-Voting Members Present	Representing
Ms. Joni Harvey	State 911 Office
Ms. Theresa Hart	State 911 Office
Ms. Lyndsay Keith	State 911 Office
Voting Members Absent	Representing
Mr. Sam Kalef	Troy Police Department
Ms. Tammy Smith	Ottawa County Central Dispatch
Mr. Jeff Troyer	Kalamazoo County Consolidated Dispatch
Ms. Jennifer Robertson	Farmington Hills Police Department
Mr. Dave Plumb	Genesee County 911 Authority

A. Call to Order

The meeting was called to order.

B. Roll Call

Roll call was taken, and a quorum was present.

C. Meeting Minutes Approval – February 8, 2023

A **MOTION** was made by THOMAS, with support by TERRIAN, to approve the minutes of February 8, 2023. With no discussion, the **MOTION** carried.

D. Call for Additions to the Agenda

A request was made to add the training manual under New Business.

A **MOTION** was made by THOMAS, with support by BAGOS, to approve the agenda with the amendment. With no discussion, the **MOTION** carried.

E. Old Business

There was no old business.

F. New Business

Training Fund Application Denial Appeals

Leelanau County

Mr. Matt Ansoerge stated everything was completed and ready for signatures and submittal. However, due to difficulties signing a new administrator into the portal, and working with the help desk and Ms. Hart, it was not until Monday after the deadline when he was able to get the issues corrected and

submit the application. Ms. Hart stated when Mr. Ansonge contacted the help desk, they referred him to SNAP instead of MiSNAP, which is a completely different system.

A **MOTION** was made by BAGOS, with support by THOMAS, to overturn the denial. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried.

losco County

losco County was denied training funds in 2022 due to not spending down previous years' funds. While making up training the following year, it did not occur to Mr. Eller they would have funds left over to return in order to qualify for this year's funds. When he was reconciling records in January to submit the application, he became aware the center had not spent enough. He is requesting approval to return the 2020 funds and receive 2023 funds as he has four new dispatchers. Unfortunately, December 21 was the deadline to request an invoice in order to return funds, so that is no longer an option.

When asked about his role in the other two agencies, he stated he has since hired new people to manage them and he is only overseeing. With the other agencies running, his focus is now back on his 911 role.

It was suggested he review the application as there are expenses he could claim but did not.

A **MOTION** was made by THOMAS, with support by HAMMAN, to uphold the denial. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried. If he so chooses, Mr. Eller can appeal to the SNC at the March 15 meeting. Mr. Eller stated he would not be seeking to further appeal the decision.

Saline Police Department

Sgt. Boulter had the application completed in December when he reached out to the police chief and chief financial officer (both new to their positions) to obtain their signatures. After emailing multiple times trying to get signatures, one was obtained; however, the other did not sign until after the

deadline. He takes full responsibility knowing the application was late, yet is appealing as they are a small agency that relies on the training funds.

Ms. Lehman explained that the deadlines are statutory due to when the disbursements happen, and it is important Sgt. Boulter make his chain of command know the importance of those deadlines. In the future, Sgt. Boulter will be including the city manager in emails when the signature is needed. If emails go unanswered, he will also personally go to the office to follow up.

A **MOTION** was made by TERRIAN, with support by HARRIS, to overturn the denial. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried.

Eastern Michigan University

Lt. Diana Young explained that after all training is entered, expenses go to grants accounting for review and approval. The approval did not come until the day of the deadline. Lieutenant Young then had the chief sign only to have issues logging in, getting locked out, resetting password, then finally getting in to sign in time to meet the deadline. However, Lieutenant Young forgot to submit the application until the following week.

Lieutenant Young explained that in the future, all training and expenses will be entered immediately after the training is completed throughout the year instead of entering everything before the application is due.

A **MOTION** was made by THOMAS, with support by BAGOS, to overturn the denial. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried.

Livonia Police Department

Sgt. Painter took over the position of overseeing the 911 Center in late December. There were issues getting one of the dispatchers added to the roster and with training courses which were not entered. Once everything was corrected, he signed and submitted the application. He handles the 302 funding and thought the process was similar, not needing the other two signatures. After he received the email stating other signatures were needed, he personally went to the others to have them sign the application.

As he's new to the position, it was stressed the importance of the deadline is due to a statutory requirement for the two disbursements for training funds.

A **MOTION** was made by BAGOS, with support by THOMAS, to overturn the denial. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried.

Warren Police Department

Ms. Hart explained that the FTE count needed to be adjusted from 17 to 16 due to originally totaling in an MCOLES funded officer.

A **MOTION** was made by THOMAS, with support by BAGOS, to amend Warren Police Department's FTE count from 17 to 16. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		
Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried.

A **MOTION** was made by BAGOS, with support by HAMMAN, to approve 1,716 FTEs, deny 40 FTEs, and approve 111 PSAPs. A roll call vote was taken.

Member	Yes	No	Abstain
Ms. Stephanie Lehman	X		
Ms. Christine Collom	X		
Ms. Missy Harris	X		

Ms. Amy Thomas	X		
Ms. Elizabeth Bagos	X		
Ms. Marlana Terrian	X		
Mr. Jason Hamman	X		

With no discussion, the **MOTION** carried.

Training Manual

At the last SNC meeting, some concerns were raised with some of the language included in the Telecommunicator Training manual. The SNC asked to have it be reviewed by legal counsel and the State 911 Office. The following edits were addressed:

- Any definitions copied and pasted from the rules need to match. If NTS created a definition (ex: 'grandfathered') not in the current rules, it is okay to have.
- Module 1 was listed as a 40-hour consecutive for basic, but it is not in the rules that way. Instead of saying it 'must be', change to 'should be'.

Ms. Harvey explained that in future revisions to the training rules, flexibility should be built in, so the SNC does not need to have permissions from MPSC for every change or update.

The members of NTS agreed with the edits to the manual. As this was previously voted on, and approved at the NTS level, and the edits do not make significant changes to the manual, it will be presented at the March SNC meeting.

G. Public Comment

There was no public comment.

H. Next Meeting

April 18, 2023, at 10 a.m.
Kalamazoo Radisson

I. Adjourn

The meeting adjourned at 11:25 a.m.